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Scott Walker  
*Governor*

Donald P. Dunbar  
*Adjutant General*

# **State & Local Collaboration Exercise Grant 2014**

## **Grant Announcement**

**Applications must be submitted through  
Egrants on or before April 30, 2015**



## **STATE OF WISCONSIN**

### **DEPARTMENT OF MILITARY AFFAIRS**

**SCOTT WALKER**  
GOVERNOR

**DONALD P. DUNBAR**  
ADJUTANT GENERAL

### Important Contact Information for this Grant Opportunity:

Program/Policy:	Michael Jordan (608) 242-3335 <a href="mailto:michael.jordan@wisconsin.gov">michael.jordan@wisconsin.gov</a>
Budget/Fiscal:	Deb Hughes (608) 242-3236 <a href="mailto:deborah.hughes@wisconsin.gov">deborah.hughes@wisconsin.gov</a>
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: <a href="mailto:WEMEgrants@wisconsin.gov">WEMEgrants@wisconsin.gov</a> Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## Grant Announcement Summary

**Grant Title:** HS State & Local Collaboration Exercise Grant 2014

**Description:** Funding from this grant shall be used by Wisconsin Emergency Management (WEM) and other sub-grantees to be determined (TBD) to support exercises and exercise related activities in collaboration with other states (Minnesota), local emergency management agencies, Army National Guard and public/private partnerships.

**Opportunity Category:** Limited Eligibility

**Important Dates:**

Application Due Date:	April 30, 2015
Project Start Date:	No earlier than January 15, 2015
Project End Date:	Project end date will be assigned after each application is received. No later than December 31, 2015

**Anticipated Funding Amount:** Funding in the amount of \$30,000 as approved by the Homeland Security Grant Program (HSGP) Funding Advisory Committee shall be used for the following projects:

<u>Exercise</u>	<u>Sub-grantee</u>	<u>Approximate Cost</u>
Tri-County Exercise Program	TBD	\$2,000
Training & Exercise Planning Workshop	WEM Training	\$5,500
SimCom Annual Communications Exercise	TBD	\$6,500
Wisconsin/Minnesota Joint Exercise	TBD	\$2,600
Public/Private partnership Workshops	TBD	\$3,000
Patriot/Incident Management Teams Exercise	TBD	TBD

**Match/Cost Sharing Requirement:** None

**Eligibility:** WEM and other sub-grantees to be determined are eligible to apply for available funding. This is local funding and all sub-grantees must be local or the appropriate state agency must provide necessary documentation such as rosters, exercise request form, or other funding acknowledgements.

**DUNS Number:** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

**WEM cannot award grant funds until an active DUNS number is provided.**

**Eligible Expenses:** Funding may be used for travel/training, supplies and operating expenses, and consultants/contractual.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

# HS State & Local Collaboration Exercise Grant 2014

## Program Description

Funding from this grant shall be used by Wisconsin Emergency Management (WEM) and other sub-grantees to be determined (TBD) to support exercises and exercise related activities in collaboration with other states (Minnesota), local emergency management agencies, Army National Guard and public/private partnerships.

The exercises will allow the state and local agencies to collaborate on addressing gaps in preparedness and response. Operational Coordination and Operational Communications are two core capabilities that will be tested through these exercises. Additional core capabilities will be tested based on the exercise scenario.

Projects to be funded under this grant are identified as follows:

<u>Exercise</u>	<u>Sub-grantee</u>	<u>Approximate Cost</u>
Tri-County Exercise Program	TBD	\$2,000
Training & Exercise Planning Workshop	WEM Training	\$5,500
SimCom Annual Communications Exercise	TBD	\$6,500
Wisconsin/Minnesota Joint Exercise	TBD	\$2,600
Public/Private partnership Workshops	TBD	\$3,000
Patriot/Incident Management Teams Exercise	TBD	TBD

## Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<http://emergencymanagement.wi.egranets.us/filecabinet/egranets-system-user-guide.pdf>

## Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan at (608) 242-3335 or at [Michael.Jordan@wi.gov](mailto:Michael.Jordan@wi.gov).

## 1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

## 2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

## 3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

## 4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$5/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Food is not an allowable expense for Table Top exercises.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$450 per 8 hour day require additional justification (contact WEM). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. No fund reimbursements will be made prior to receipt of the contract.

## **5. Project Narrative**

Provide a project description for the exercise including the core capabilities to be tested and the date of the exercise. If possible, attach the event agenda, scenario, and previous After Action Report (AAR).

## **6. Implementation Plan**

- List the expected or planned participants for each project including local and state agencies, multiple disciplines and non-governmental organizations.
- Indicate whether or not the exercise will include a state role including the State Emergency Operations Center (SEOC).
- Explain how the needs and requirements of persons with disabilities will be taken into account.
- Outline the timeline for these projects including planning and design meetings and the development of the AAR.

## **7. Other Funding**

Describe any cost sharing that will be a part of this project. Clearly explain what sources of funding in addition to grant funds will be used to conduct this exercise.

## **Application Review and Award Criteria**

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

## **Post-Award Special Conditions/Reporting Requirements**

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. HSEEP for Exercises: All exercises must follow the exercise methodology as directed by the Homeland Security Exercise Evaluation Program (HSEEP).
2. This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to DMA. Activities other than those expressly detailed in this grant are not allowable without prior approval from DMA.
3. This grant is subject to Environment Planning and Historic Preservation (EHP) review. No funds may be spent until the project is approved at the federal level. This may take up to 12 months.
4. The grantee is responsible for the preparation of documentation required to fulfill compliance responsibilities under the Federal EHP laws; this documentation may include, but is not limited to site studies, biological assessments, archaeological surveys, environmental assessments, and environmental impact statements. Costs associated with the preparation of these documents are allowable grant expenditures. All costs must be approved by DMA.
5. As necessary, funding for project activities is contingent on receipt of Funding Acknowledgements in the amount of the project cost from local governments that meet the federal requirements for local-pass through. Funding Acknowledgements must be submitted to WEM HSGP staff upon submission of reimbursement requests. Upload the documents into Egrants in the progress reports.
6. As necessary, reimbursement of costs will be contingent on submission of a course roster that acknowledges the exercise was funded with Homeland Security funds for the benefit of local agencies.



## **Additional Resources**

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)  
Telephone: (608) 242-3236